

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2020-69

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Transportation Specialist
OPENING DATE:	September 28, 2020
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Public Works
SALARY RANGE:	NE-10; \$31,429 - \$47,154

Position Summary:

Under general direction of the Director, the Transportation Specialist maintains, administers, and coordinates transportation related goals and objectives for the Pueblo of Laguna. Oversees and implements transportation planning activities, projects, and program development. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Develops and maintains updates to local, BIA, State, and Federal transportation and road and bridge inventories.
- Maintains a comprehensive hardcopy and electronic recordkeeping system of inventories.
- Conducts and/or manages traffic studies and surveys to obtain data for traffic volume, types of traffic, and to obtain data on the current uses of the Pueblo's road and bridge transportation systems.
- Assists in the development of transportation project priorities including short range and long-range improvement plans, including participation in external agencies transportation planning forums.
- Assists in the planning and design of transportation projects, including management and participation in planning, preliminary engineering report, feasibility studies, design, and plan review.
- Researches new/pending legislation which may impact the Pueblo; prepares comments and responses regarding proposed federal policies and procedures; develops issue and discussion papers regarding transportation situations for policy development purposes.
- Ensures the Pueblo's representation at significant meetings, hearings, or other communicative situations.
- Establishes professional working relationships with relevant federal, state, and local entities to communicate and coordinate legislation, projects, and other mutual objectives.
- Develops outreach activities and informational presentations for the community regarding proposed transportation system improvements.
- Develops required reports for the Southwest Regional Office Bureau of Indian Affairs-Division of Transportation and other applicable federal and state agencies.
- Assists in the development of office's annual budgets, operational plans, and objectives.
- Monitors program expenditures; prepares budget modifications as required; develops required narrative and statistical reports.
- Recommends expenditures in accordance with the Pueblo's procurement policies; provides pertinent information to support recommendations.
- Researches additional funding opportunities for continuation and expansion of program services and projects. Assists in the development of proposals
- Maintains professional and technical knowledge by conducting research and attending relevant training and workshops and by establishing network with like entities.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as required.

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Minimum Qualifications:

Associates degree in Transportation, Engineering, Planning, or related field required. Three (3) years of work experience administering transportation or related programs required. Bachelor's degree in transportation, engineering, planning or related field preferred. A combination of relevant education and directly related work experience may be considered. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Transportation Specialist is designated as a High Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of traditional form of government, pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of proper spelling, grammar, punctuation, and math skills commensurate with essential duties and responsibilities.
- Knowledge of federal, state, county and local laws, regulations, requirements, and codes and their applicability to the Pueblo.
- Knowledge of transportation planning processes, procedures, and protocols.
- Knowledge of highway design, construction concepts, and principals and practices of Transportation Engineering.
- Knowledge of the overall interrelationship of infrastructure programs, economic development, zoning, and land use plans.
- Knowledge of industry standards for documents/records maintenance and retention.
- Knowledge of the Pueblo's geography and road locations.
- Ability to establish and maintain professional relationships with co-workers and outside entities.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to handle multiple tasks and meet deadlines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Skill and ability in attention to detail, to read, analyze, and interpret complex documents.
- Ability to conduct field work with precision and accuracy.
- Ability to create and present effective speeches and presentations for diverse audiences.
- Skill in computer use, including Word, Excel, Outlook, PowerPoint, and software unique to program.
- Skill in preparation of project timelines.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to poemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES